

Nantucket Historic District Commission Meeting and Application Deadline Schedule

ALL applications must be submitted to the HDC office no later than **NOON** on a deadline day.

DEADLINE DATE	MEETING TYPE	MEETING DATE (TUE – 5:00pm)	MEETING DATE (THU – 1:00pm)
10/02/13 (WED)	NEW	10/08/13	10/10/13
10/09/13 (WED)	OLD	10/15/13	10/17/13
10/16/13 (WED)	NEW	10/22/13	10/24/13
	Organizational meeting	10/29/13	10/31/13
10/30/13(WED)	OLD	11/05/13	11/07/13
11/06/13(WED)	NEW	11/12/13	11/14/13
11/13/13(WED)	OLD	11/19/13	11/21/13
11/20/13(WED)	NEW	11/26/13	11/28/13 Thanksgiving No mtg
11/27/13(WED)	OLD	12/3/13	12/05/13
12/04/13(WED)	NEW	12/10/13	12/12/13
12/11/13(WED)	OLD	12/17/13	12/19/13
Holiday Break 2 weeks	Holiday Break 2 weeks	Holiday Break 2 weeks	Holiday Break 2 weeks
12/31/13(TUESDAY)	NEW	01/07/14	01/09/14
01/08/14(WED)	OLD	01/14/14	01/16/14
01/15/14(WED)	NEW	01/21/14	01/23/14
01/22/14(WED)	OLD	01/28/14	01/30/14

Schedule Revised October 15, 2013

Historic Structures Advisory Board (HSAB)	Maddaquet Advisory Board (MAB)	'Sconset Advisory Board (SAB)	Sign Advisory Council (SAC)
MONDAY, 3:00pm 09/9, 09/23, 10/7, 10/21, 11/04, 11/18, 12/09, 01/06 FRIDAY, 3:00pm (Monday holiday) 10/11	Monday, 2:00pm 10/21, 11/4, 11/18	Monday, 1:00pm	TUESDAY, 9:00am
		WEDNESDAY, 2:00pm (Thursday holiday)	
The HSAB reviews all applications within the Old Historic District (OHD) and for any structures of existing or potential historic value.	THE MAB reviews all applications within the greater Madaket area (roughly to Fisher's Landing)	The SAB reviews all applications within the 'Sconset Old Historic District (SOHD) as well as the greater 'Sconset area.	The SAC meets on an <i>ad hoc</i> basis for much of the year; sign applications will follow the normal submitting process, and the SAC review will occur on the Tuesday following the submission deadline.

NOTE: Meetings are held from 5:00 – 9:00 pm in the 2nd-floor meeting room at 4 Fairgrounds Road; meetings that are continued until Thursday at 1:00 pm will meet in the same location. Meeting schedule may be revised during the year. Please contact the office to ensure the accuracy of schedule.



REQUIRED WITH ALL APPLICATIONS:

- _____ 1. **Completed Application Form:** Description of **ALL** work must be indicated on application form.
- _____ 2. **Property Owner's Signature:** Current owner's signature preferred; if the agent is signing the application written authorization from the owner (letter, fax, email) must be provided.
- _____ 3. **Application Fee:** See back of application for fee schedule or call the office.
- _____ 4. **Locus Map (4 copies):** Location Map must include north arrow, parcel boundaries, primary and secondary streets. (Town GIS Map Site)
- _____ 5. **Site Plan (4 Copies):** must include the following: lot dimensions, north arrow, all existing structures, proposed work (highlighted) with dimension to lot lines, scale, driveway, grade changes, and **placement of HVAC units, electrical boxes, fuel tanks, etc.**. The site plan is available through the Registry of Deeds or the municipal GIS website at <http://www.mapgeo.com/NantucketMA/>.
- _____ 6. **8-1/2" x 11" Copies of ALL Application Materials:** Must include the following: application form (reduced 64%), locus map, plot plan, all elevations and floor plans, window schedule, photographs, other relevant supporting material. All material **MUST BE LEGIBLE (font size no smaller than 12)**, collated and stapled.
- _____ 7. **Photographs:** Required of **ALL** applications for alterations to an existing structure. Photographs must be clear and labeled with application address or contextual address.
- _____ 8. **Electronic submission:** All documents submitted to the HDC office must also be converted to Adobe Acrobat format <http://www.adobe.com/pdf/>; this is free software that may have come pre-loaded on your computer. Electronic copies can also be created using the scanner located in the Department of Inspectional Services.

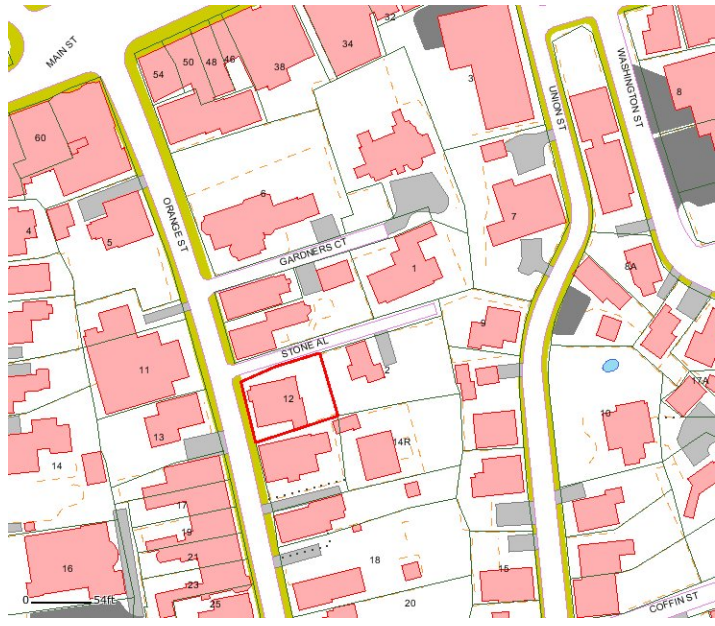
REQUIRED WHERE APPLICABLE:

- _____ 1. **Supplemental Information for Historic Buildings:** It is the applicant's responsibility to research the historical status of any and **ALL** buildings. Additional information may be obtained from the Nantucket Historical Association Library. **If not historic, denote on application.**
- _____ 2. **Exterior Elevations and Floor Plans (4 copies):** Must be 1/4-inch scale and include all affected sides of the building, cardinal points (N, S, E, W), dimensions, heights, floor and ceiling heights, elevations of finished grade, window details and placement of HVAC units, electrical boxes, fuel tanks, etc. **All changes from approved or existing design must be clouded on drawings.** All material **MUST BE LEGIBLE**, collated and stapled. Reduced sets should maintain a font size of 12.
- _____ 3. **As-Built Plans (1 copy):** of existing elevations
- _____ 4. **Hardscaping Plans (4 copies): To legible scale.** This includes fences, decks, porches, arbors, retaining walls, tennis courts, swimming pool, driveways, gazebos etc. All material **MUST BE LEGIBLE**, collated and stapled.
- _____ 5. **Topographic Map:** Must show existing and proposed grade for any change of more than **one** foot in height on grade. Retaining walls must be applied for separately (see hardscaping plan).
- _____ 6. **Door and Window Schedule (4 copies):** Must include window type (true divided, simulated divided), number of lights, dimensions, materials, manufacturers type name and type number.
- _____ 7. **I UNDERSTAND THAT A TRUE DIVIDED LIGHT WINDOW/DOOR IS DEFINED AS MULTIPLE INDIVIDUAL SINGLE PANES OF GLASS (i.e., NOT DOUBLE-PANED OR INSULATED) ASSEMBLED IN THE SASH/DOOR USING MUNTINS.**
(initial to indicate read and understand)
- _____ 8. **Abutter Notification Materials** – Abutters list from Assessors Office, certified mail stubs, and a copy of letter are required for all applications for changes of 1000 square feet or more **except** in the Nantucket Historic Core and 'Sconset Historic Core where the requirement for new construction is 100 square feet.
- _____ 9. **Approvals** from Planning Board, Zoning Board of Appeals, Conservation Commission etc.

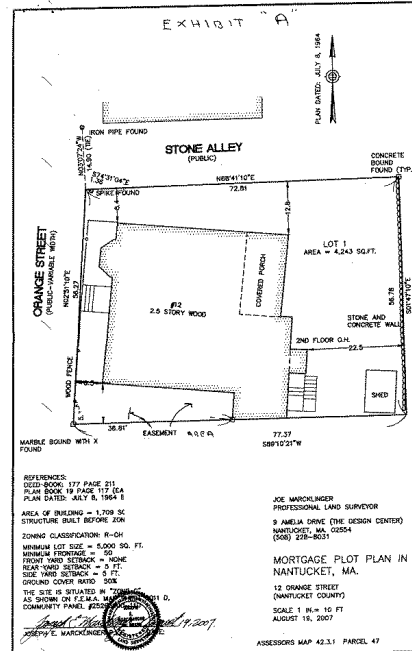
REQUIRED WITH ALL APPLICATIONS:

- 1. Completed Application Form:** Description of **ALL** work must be indicated on application form.
- 2. Property Owner's Signature:** Current owner's signature preferred; if the agent is signing the application written authorization from the owner (letter, fax, email) must be provided.
- 3. Application Fee:** See back of application for fee schedule or call the office.

4. Locus Map (4 Copies): Location Map-must include north arrow, parcel boundaries, primary and secondary streets. For example, using the Town GIS (NOTE: GIS maps are oriented to true North by default, so no arrow is required):

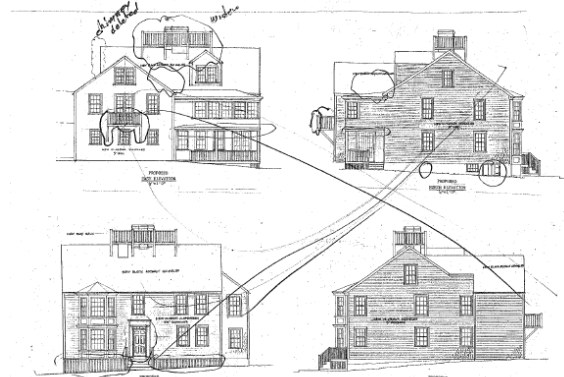


5. Site Plan (4 Copies): must include the following: lot dimensions, north arrow, all existing structures, proposed work (highlighted) with dimension to lot lines, scale, driveway, grade changes, hardscaping. Site plans are available through the Registry of Deeds.

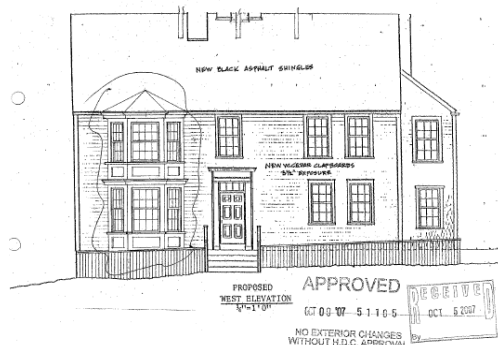


6. 8-1/2" x 11" Copies of ALL Application Materials: Must include the following: application form (reduced 64%), locus map, plot plan, all elevations and floor plans, window schedule, photographs, other relevant supporting material. All material collated, stapled and **LEGIBLE**. What this means:

If you submitted plans for projects that were small enough to fit on one page, or you show "approved" and "revised" plans on the same page for clarity, like this:



We still need to have reduced sets where we can read the text on the elevations. However this is achieved – by increasing the font size, or as shown here, by putting one elevation on each page – it must be **legible**.



7. Photographs: Required of **ALL** applications for alterations to an existing structure. Photographs must be clear and **Labeled** with application address or contextual address.

REQUIRED WHERE APPLICABLE:

1. Supplemental Information for Historic Buildings: It is the applicant's responsibility to research the historical status of any and **ALL** buildings. Additional information may be obtained from any or all of the sources listed below; there may be others that are available as well. **If not historic, denote on application.**

Town of Nantucket – NACR survey: http://www.nantucket-ma.gov/Pages/NantucketMA_HistDist/NACRsurvey/

Massachusetts Cultural Resource Information Survey: <http://mhc-macris.net/>

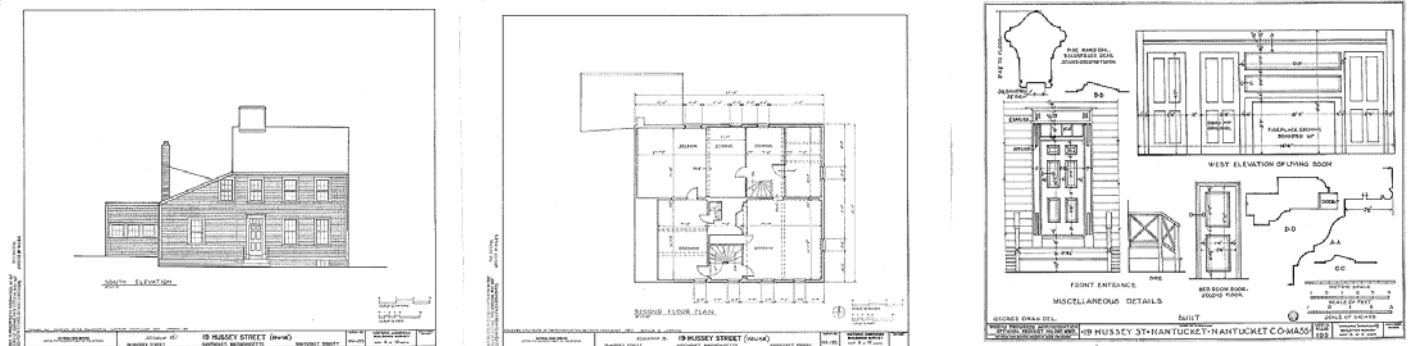
Nantucket Historical Association – Photo Library: <http://www.nha.org/library/index.html>

Registry of Deeds: <http://www.masslandrecords.com>

Library of Congress – American Memory: <http://memory.loc.gov/ammem/index.html>

National Park Service – National Register: <http://www.nr.nps.gov/>

2. Exterior Elevations and Floor Plans (historic structures and major revisions, defined as five or more changes) (4 Copies): Must be ¼-inch scale and include all affected sides of the building, cardinal points (N, S, E, W), dimensions, heights, floor and ceiling heights, elevations of finished grade, and window details. **ALL** changes from approved or existing design must be clouded on drawings. All material **MUST BE LEGIBLE**, collated and stapled.



3. As Built Plans (historic structures and major revisions, defined as five or more changes): One (1) copy of existing elevations.

4. Hardscaping Plans (4 Copies): To legible scale. This includes fences, decks, porches, arbors, retaining walls, tennis courts, swimming pool, driveways, gazebos etc. All material **MUST BE LEGIBLE**, collated and stapled. **HARDSCAPING MUST BE APPLIED FOR SEPARATELY FROM A BUILDING APPLICATION; HARDSCAPING MAY BE INCLUDED ON SUBMITTED PLANS FOR INFORMATIONAL PURPOSES, BUT ARE NOT APPROVED UNTIL APPLIED FOR SEPARATELY.**

5. Topographic Map: Must show existing and proposed grade for any change of more than **ONE** foot in height on grade. Retaining walls must be applied for separately (see hardscaping plan).

6. Door and Window Schedule (4 Copies): Must include window type (true divided, simulated divided), number of lights, dimensions, materials, manufacturers type name and type number. A true divided light window/door is defined as: **MULTIPLE INDIVIDUAL SINGLE PANES OF GLASS (i.e., NOT double-paned and/or insulated) ASSEMBLED IN THE SASH/DOOR USING MUNTINS.**

7. Abutter Notification Materials: Original certified abutters list (with raised seal) from Assessors' Office, original certified mail stubs, and a copy of letter are required for all applications for changes of 1000 square feet or more **except in the Nantucket Historic Core and 'Sconset Historic Core where the requirement for new construction of 100 square feet.**

8. Approvals from Planning Board, Zoning Board of Appeals, Conservation Commission etc.